

# BEST PRACTICE CATALOG

Project Title: **EEO HIRING PANEL REPRESENTATIVE TRAINING**

Function Category: ☐ PATIENT-FOCUSED ☒ ORGANIZATION ☐ STRUCTURES

Subcategory: **Improving Organization Performance** Heading: **Quality Improvement**

Key Word(s): **Hiring Process**

Contact Person: **Nancy Martin, EEO Officer**

Telephone Number: **(707) 253-5562**

Hospital: **Napa State Hospital**

Purpose: To provide a tool that monitors the effectiveness of the hiring process that meets the needs of the hospital.

Brief Description: Announcement is generated to all hospital staff that the Equal Employment Opportunity Office is seeking candidates to submit an application to participate as a hiring panel representative. The candidates are given intense training and participate in a quarterly meeting where additional training or inservice is held. These trained representatives add value to the hiring process by providing feedback, identifying issues, and sharing positive information, which expedites the hiring of applicants. A new hiring document that eliminated unnecessary data has been implemented. Candidates apply (with supervisor's and department head's approval) to the EEO Officer. The EEO Office reviews the candidate's application. Application is then submitted to the Executive Policy Team for approval. If approved by the Executive Policy Team, candidate is notified that he/she is eligible to be a Hiring Panel Representative. The committee reports to the Executive Director.

Selection Basis/Criteria:

The following items are available regarding this Best Practice:

☐ Photographs ☐ Video Tape ☐ Drawings ☐ Manual

☐ Other \_\_\_\_\_

DATE SUBMITTED: **October 19, 1998**